

## Pre-Application Conference Checklist: Commercial Districts

### General Information

Zoning:	
Future Land Use Designation:	
Special Districts/Zones:	
Off-Premise Signage:	
Previous Cases:	
Building Permit History:	
Business License History:	
Historic Building:	

### Parking Requirements: Title 19.10

# of parking spaces required:	
# of handicap spaces required:	
# of loading spaces required:	

### General Development Standards: Title 19.08.045 (C)

#### Development Standards (*Variance*)

<input type="checkbox"/> Minimum lot area:	Pg. 2
<input type="checkbox"/> Minimum lot width:	Pg. 2
<input type="checkbox"/> Front yard setback:	Pg. 2
<input type="checkbox"/> Side yard setback:	Pg. 2
<input type="checkbox"/> Corner side yard setback:	Pg. 2
<input type="checkbox"/> Rear yard setback:	Pg. 2
<input type="checkbox"/> Lot coverage:	Pg. 2
<input type="checkbox"/> Building height (check notes 1-7 for additional standards):	Pg. 2

### Commercial Development Standards: Title 19.08.045 (D)

#### Fences/Walls/Screening (*Waiver—PC or CC*)

<input type="checkbox"/> Walls – adjacent to residential: Min. 6' high solid perimeter wall required where commercial development abuts residential development	Pg. 5
<input type="checkbox"/> Walls – maximum height: Max. of 8', measured from side with greatest vertical exposure above finished grade	Pg. 5
<input type="checkbox"/> Walls – materials: Walls shall be constructed of stone, decorative block, slump stone or wrought iron (min. 20% contrasting material or color), and shall be sealed	Pg. 6
<input type="checkbox"/> Walls – details: Perimeter walls shall include detail variations, including pilasters (max. 24' o.c.), decorative caps, decorative iron cutouts or fluted blocks	Pg. 6
<input type="checkbox"/> Walls – consistency of design/materials: Perimeter walls shall match the design of abutting walls, and shall be continued until the next street intersection	Pg. 6
<input type="checkbox"/> Walls – prohibited materials: Chain link, open wire, razor/barbed wire, corrugated metal, brightly-colored plastic, unfinished concrete block, pointed post fences	Pg. 6
<input type="checkbox"/> Retaining walls—height: Per Title 18 ( <i>see Figure 3</i> )	Pg. 7
<input type="checkbox"/> Retaining walls—materials: Stone, decorative block, split-face block, slump stone, caliche rock, colored or exposed aggregate, textured-finish concrete	Pg. 7

<input type="checkbox"/>	Retaining walls – details: Perimeter walls shall include detail variations, including pilasters, decorative caps, or fluted blocks	Pg. 7
<input type="checkbox"/>	Retaining walls – landscaping: For walls over 4', (5) 5-gallon shrubs & (5) 1-gallon shrubs per 20 linear feet	Pg. 7
<input type="checkbox"/>	Retaining walls – landscaping for offset walls: (5) 5-gallon shrubs & (5) 1-gallon shrubs per 20 linear feet at base and in between offsets; min. 4' between offsets	Pg. 7
<b>Architectural Standards—Height/Bulk/Scale (Waiver—PC or CC)</b>		
<input type="checkbox"/>	Massing: No building surfaces over 20' high or 50' wide without a change of wall plane ( <i>see Figures 5 and 6</i> )	Pg. 8
<input type="checkbox"/>	Adjacent zoning districts: Buildings at the edge of a zoning district should be massed to avoid impacts to abutting districts ( <i>see Figure 7</i> )	Pg. 8
<input type="checkbox"/>	Compatibility of scale: Buildings shall be compatible with the scale of development allowed for the surrounding area and provide a transition to less intensive uses	Pg. 8
<b>Architectural Standards—Materials/Finishes (Waiver—PC or CC)</b>		
<input type="checkbox"/>	Color – permitted: Earth tone or neutral colors only (black/white/bright as trim or accent only)	Pg. 8
<input type="checkbox"/>	Color – prohibited: No fluorescent colors permitted; black, white and bright colors are not acceptable except as trim or accent colors	Pg. 8
<input type="checkbox"/>	Roofing materials: Concrete or clay tile, architectural metal should be used on all sloped roofs	Pg. 8
<input type="checkbox"/>	Roofing materials – prohibited: 3-tab asphalt/fiberglass shingles, wood shingles/shakes	Pg. 8
<input type="checkbox"/>	Exterior materials – preferred: Stone, stucco, colored or exposed aggregate or textured concrete finish, brick, decorative block	Pg. 8
<input type="checkbox"/>	Exterior materials – prohibited: Reflective/shiny/mirrored materials, non-decorative concrete finish, standard CMU units, glazed tile only as accent materials	Pg. 8
<input type="checkbox"/>	Glazing: Reflective glass at the pedestrian level is prohibited – glazing at 2 <sup>nd</sup> story or above shall not be greater than 22% reflective	Pg. 9
<b>Architectural Standards—Consistent Design (Waiver—PC or CC)</b>		
<input type="checkbox"/>	Exterior materials – consistency: A consistent level of detail and finish is required on all sides of a building ( <i>see Figures 8 and 9</i> )	Pg. 9
<input type="checkbox"/>	Parapet wall: A parapet wall or cornice element is required to screen a flat roof	Pg. 9
<input type="checkbox"/>	Exterior stairs: Exterior stairwells or roof access ladders shall be incorporated into the design of the structure or adequately screened from view	Pg. 9
<input type="checkbox"/>	Location of service areas: Service areas shall be located to the rear, side, or in an internal location where views will be minimized ( <i>see Figures 10 and 11</i> )	Pg. 9
<b>Architectural Standards—Façade Treatment (Waiver—PC or CC)</b>		
<input type="checkbox"/>	Glazing: Windows and large areas of glass should be recessed in shadow, and large glazed areas should be divided into smaller parts ( <i>see Figure 12</i> )	Pg. 9
<input type="checkbox"/>	Glazing – tinting: Lightly tinted or low-E glass is acceptable; mirrored or metallic tints are prohibited	Pg. 10
<input type="checkbox"/>	Required openings: Windows or arcades shall total at least 60% of the length of any façade facing a street	Pg. 9
<input type="checkbox"/>	Wall articulation: Flat, unarticulated walls are unacceptable – changes in color, materials and wall plane are encouraged	Pg. 9
<b>Building Placement and Orientation (Waiver—PC or CC)</b>		
<input type="checkbox"/>	Location – corner lots: Buildings shall be oriented to the corner and to the street ( <i>see Figure 13</i> )	Pg. 10
<input type="checkbox"/>	Location – stand alone/pad buildings: Stand alone/pad buildings shall be located at the front setback line except for additional landscaping or a single drive-through	Pg. 10
<input type="checkbox"/>	Interconnection: Interconnected walkways and parking drives shall be provided on site and to adjacent sites where feasible	Pg. 10

## Commercial Development Standards: Title 19.08.045 (E)

### Site Geography (*Admin. as part of SDR*)

<input type="checkbox"/>	Natural features: Natural features such as washes and existing vegetation should be retained and integrated into the design of the site where feasible	Pg. 10
<input type="checkbox"/>	Grading design – maximum slope: 3 to 1 @ property edges ( <i>see Figure 15</i> )	Pg. 11
<input type="checkbox"/>	Grading design – configuration: Cut and fill slopes shall be rounded where they meet natural grade ( <i>see Figure 16</i> )	Pg. 11
<input type="checkbox"/>	Drainage ways – materials: Drainage ways shall be lined with natural materials (grass, soil, gravel, rock, etc. – <i>see Figure 6</i> )	Pg. 11
<input type="checkbox"/>	Drainage ways – prohibited materials: Use of plain concrete for drainage ways shall only be permitted as part of a flood control plan approved by Public Works	Pg. 12
<input type="checkbox"/>	Site plan – 15 net acres or greater: All natural drainage channels shall be identified and shown on the site plan	Pg. 12
<input type="checkbox"/>	Drainage study: If a drainage study will require improvements to existing channels and/or other on-site facilities, all shall be shown on the site plan	Pg. 12
<input type="checkbox"/>	Detention basins: Detention basins should be incorporated into the overall landscaping and site development plan of the project	Pg. 12

### Bicycle, Pedestrian and Automobile Linkages (*Admin. as part of SDR*)

<input type="checkbox"/>	Conformance with bike/pedestrian plan: All bicycle/pedestrian paths constructed within the right-of-way shall be in accordance with the Bicycle/Pedestrian Plan	Pg. 12
<input type="checkbox"/>	Bus turnouts: Bus turnouts are required where deemed necessary by the City Traffic Engineer; may encroach perimeter landscape area	Pg. 12
<input type="checkbox"/>	Bus turnouts – shelter location: If provided, shelters shall be located behind the public sidewalk area ( <i>see Figure 20</i> )	Pg. 12
<input type="checkbox"/>	Sidewalks – location: On-site sidewalks shall be provided along any façade featuring a customer entrance that exits to a parking area or travel lane	Pg. 13
<input type="checkbox"/>	Sidewalks – width: On-site sidewalks shall be 7' wide abutting parking spaces without wheel stops, and 5' wide in other locations ( <i>see Figure 21</i> )	Pg. 13
<input type="checkbox"/>	Paths along drainage channels: Applicants are strongly encouraged to provide pedestrian paths/bicycle paths along drainage channels and washes	Pg. 13
<input type="checkbox"/>	Drainage channels – landscaping: 10' landscape area required on each side of plain concrete drainage channel that doesn't incorporate a bicycle or pedestrian path	Pg. 13

### Pedestrian Open Spaces and Plazas (*Admin. as part of SDR*)

<input type="checkbox"/>	Plazas required: Developments of five acres or greater shall provide a minimum of 50 sq. ft. of plaza space for each gross acre of land area	Pg. 14
<input type="checkbox"/>	Amenities: Site amenities shall be incorporated into the design of each pedestrian open space/plaza ( <i>see Figure 23</i> )	Pg. 14
<input type="checkbox"/>	Landscaping: 5' wide landscape area required where any blank wall abuts a pedestrian open space/plaza with 5' high landscaping ( <i>see Figures 24 and 25</i> )	Pg. 14
<input type="checkbox"/>	Location and accessibility: Pedestrian open spaces and plazas shall be located in areas of high pedestrian traffic and shall remain accessible during normal hours of operation	Pg. 14
<input type="checkbox"/>	Minimum plaza area: Minimum size for any individual pedestrian open space shall be 250 square feet	Pg. 14

### Screening (*Admin. as part of SDR*)

<input type="checkbox"/>	Screening required: Trash/refuse areas, mechanical equipment, storage tanks, electrical equipment/transformers, meters, satellite dishes, etc. shall be screened	Pg. 15
<input type="checkbox"/>	Screening – prohibited materials: Chainlink, razor wire, corrugated metal, plastic, unfinished CMU walls shall not be used as screening	Pg. 15
<input type="checkbox"/>	Service/loading area design requirements: An 8' high wall (or dense landscaping) shall be required to screen service/loading zone	Pg. 15
<input type="checkbox"/>	Trash enclosure design requirements: Walls shall be a minimum of 6' in height, shall have solid metal gates, and shall have a roof or trellis ( <i>see Figures 26 and 27</i> )	Pg. 16

<input type="checkbox"/>	Trash enclosure – location: Shall be located away from the street front and screened from view of rights-of-way, sidewalks, and abutting properties	Pg. 16
<b>Mechanical and Electrical Equipment (<i>Admin. as part of SDR</i>)</b>		
<input type="checkbox"/>	Design requirements: Contextually appropriate architectural materials and detailing shall be utilized to screen equipment from view ( <i>see Figure 28</i> )	Pg. 16
<input type="checkbox"/>	Screening required: Mechanical/electrical equipment, solar collectors, satellite dishes and any other equipment shall be concealed from view ( <i>see Figure 29</i> )	Pg. 16
<input type="checkbox"/>	Ground & wall-mounted equipment: Shall be screened with compatible materials and finishes or landscaping, or integrated into building design ( <i>see Figure 30</i> )	Pg. 16
<input type="checkbox"/>	Location – prohibited: With the exception of solar panel equipment, no mechanical equipment shall be mounted on or attached to any sloped roof	Pg. 17
<input type="checkbox"/>	Solar panels: Solar collection cells shall match the roof in color and appearance when mounted on sloped roofs	Pg. 17
<input type="checkbox"/>	Outside storage: Shall be screened by solid walls which are compatible with principal structure or other screen walls on site	Pg. 17
<b>Lighting (<i>Admin. as part of SDR</i>)</b>		
<input type="checkbox"/>	Light intensity: Exterior lighting shall be of low intensity with cutoff features to prevent encroachment onto adjacent properties ( <i>see Figure 31</i> )	Pg. 17
<input type="checkbox"/>	Lighting colors: Warm lighting colors are encouraged; blue/white colors of fluorescent and mercury vapor lights are prohibited for exterior lighting	Pg. 17
<input type="checkbox"/>	Light levels: Light levels shall not exceed 2.0 foot-candles in parking lots – light levels shall not exceed 0.2 foot-candles at a residential property line	Pg. 17
<input type="checkbox"/>	Location: Lighting shall be installed within landscaping areas	Pg. 17
<input type="checkbox"/>	Height limit: Lighting poles shall be limited to 30' in height, with exception of parking lots greater than 15 acres in size, where poles up to 40' may be utilized	Pg. 18
<input type="checkbox"/>	Design requirements: Light fixtures (including pole and base) shall be compatible with the architectural character and color of the proposed development	Pg. 18
<input type="checkbox"/>	Shielding requirements: Wall-mounted lights shall be directed downward, soffit-mounted lights shall be recessed	Pg. 18
<input type="checkbox"/>	Pedestrian lighting: Design shall be compatible with overall design, and placed to minimize glare	Pg. 18
<b>Parking Standards: Title 19.10</b>		
<b>Parking Lot Development Standards (<i>Variance</i>)</b>		
<input type="checkbox"/>	Location – parking spaces: All on-site parking shall be provided on the same parcel as the principal use, except as otherwise permitted	Pg. 19
<input type="checkbox"/>	Location – parking lots: For buildings located at the front of a site, the parking shall be located to the side or rear ( <i>see Figures 1, 2 and 3</i> )	Pg. 19
<input type="checkbox"/>	Sub-areas: Lots of greater than 500 spaces should be divided into well-landscaped sub-area parking lots, with walkways/landscaped to separate sub-areas	Pg. 19
<input type="checkbox"/>	Parking spaces – distribution: Parking spaces shall be arranged to ensure optimal access by patrons	Pg. 20
<input type="checkbox"/>	Parking surface: All parking and vehicle storage areas (incl. residential districts) shall be paved (except auto salvage yards)	Pg. 20
<input type="checkbox"/>	Wheel stops: Concrete wheel stops or curbing is required	Pg. 25
<input type="checkbox"/>	Carports – setbacks: Subject to the accessory structure setback requirements listed in Title 19.08.050(c)	Pg. 25
<b>Parking—Interior Landscaping (<i>Admin. as part of SDR</i>)</b>		
<input type="checkbox"/>	Landscape/planter islands required at end of each parking row, with either parallel or perpendicular landscape islands ( <i>see Figure 6</i> )	Pg. 25
<input type="checkbox"/>	Required width: Landscape/planter islands shall be a minimum of 5' in width (inside curb to inside curb)	Pg. 26

<input type="checkbox"/>	Trees: (1) 24" box tree per every 6 uncovered spaces, not to exceed 30' o.c.; a minimum of one tree per landscape island (perimeter buffer landscaping is excluded)	Pg. 26
<input type="checkbox"/>	Required shrubs: Planter islands shall require a minimum of (4) five-gallon shrubs for every required tree	Pg. 26
<input type="checkbox"/>	Required groundcover: Planter islands shall include a 2" layer of ground cover or rock mulch	Pg. 26
<input type="checkbox"/>	Perimeter landscaping: Shall not be counted towards meeting the requirement for landscape islands in parking lots	Pg. 26
<input type="checkbox"/>	Irrigation: Only drip irrigation shall be used for parking lot planters	Pg. 26
<input type="checkbox"/>	Screening requirements: Parking lots abutting streets shall be screened by a min. 3' high wall, vegetation, landscaped berms, etc., ( <i>see Figure 7</i> )	Pg. 26
<input type="checkbox"/>	Adjacency to building: Parking lots shall not directly abut a building, but shall have a 5' landscape buffer or 5' sidewalk (or combination)	Pg. 26
<input type="checkbox"/>	Curbing: Concrete curbing shall be installed at the perimeter of landscape islands and buffers	Pg. 26

## **Landscape and Buffer Standards: Title 19.12**

### **Buffer Zones (*Waiver—PC or CC*)**

<input type="checkbox"/>	Buffer depth – single-family: 6' @ R.O.W., 0' @ interior property lines (check notes for additional standards)	Pg. 30
<input type="checkbox"/>	Buffer depth – multifamily: 10' @ R.O.W., 6' @ interior property lines (check notes for additional standards)	Pg. 30
<input type="checkbox"/>	Buffer depth – commercial: 15' @ R.O.W., 8' @ interior property lines (check notes for additional standards)	Pg. 30
<input type="checkbox"/>	Buffer depth – industrial: 15' @ R.O.W., 8' @ interior property lines (check notes for additional standards)	Pg. 30

### **Plant Materials (*Admin. as part of SDR*)**

<input type="checkbox"/>	Trees – single-family: 1 per 30 linear feet	Pg. 31
<input type="checkbox"/>	Trees – multifamily: 1 per 20 linear feet	Pg. 31
<input type="checkbox"/>	Trees – commercial: 1 per 30 linear feet adjacent to other commercial or industrial; 1 per 20 linear feet adjacent to residential	Pg. 31
<input type="checkbox"/>	Trees – industrial: 1 per 30 linear feet adjacent to other commercial or industrial; 1 per 20 linear feet adjacent to residential	Pg. 31
<input type="checkbox"/>	Shrubs: (4) 5-gallon shrubs per required tree	Pg. 32
<input type="checkbox"/>	Required groundcover: Planter islands shall include a 2" layer of ground cover or rock mulch	Pg. 32

Borders: 3 pt., 1.5 pt., .5 pt.  
Interior borders .5 pt. , Shading Gray 50%  
Shading: Gray 20%